



WELCOME TO THE GOEO 2014 EO PLAN ORIENTATION

AGENDA:

- ◉ Objectives
- ◉ Executive Order
- ◉ Changes
- ◉ Expectations
- ◉ Scoring Checklist
- ◉ Cover Letter
- ◉ Policy Statement
- ◉ Hiring Summary
- ◉ Workforce Analysis
- ◉ Barrier Analysis
- ◉ EEO Strategic Plan
- ◉ Complaint Report
- ◉ Checklist
- ◉ Accomplishments

EXECUTIVE ORDER 93-20:

- ◉ Executive Order 93-20 sections 2, 3 and 5 extend authority to the Governor's Office of Equal Opportunity to coordinate, monitor and evaluate Equal Opportunity plans:
- ◉ State agencies shall establish, implement and monitor an Equal Opportunity Plan within the parameters of the State Equal Opportunity Guidelines including the development of feasible goals, timetables and solutions to address the under-utilization of minorities, women and disabled individuals, particularly in salary grades 16 and above. Progress is to be reported on a semi-annual basis to the Governor's Office of Equal Opportunity;
- ◉ State agencies shall provide the Governor's Office of Equal Opportunity all necessary information for the preparation of the State and Local Government Information Survey (EEO-4) annual Federal report;
- ◉ A summary report is provided to the Governor by the Director of GOEO each year.

CHANGES:

We are going to make this process as user friendly as possible.

- ◉ Providing an updated training module
- ◉ Ensuring you have the tools available
- ◉ Providing interactive fillable forms
- ◉ Provide awards for top scores

OBJECTIVES:

- ◉ Review requirements for submitting EEO Plan
- ◉ Provide Information and timetable
- ◉ Explain how this fits in State Personnel Reform
- ◉ Give you the opportunity to ask questions

EXPECTATIONS:

- ◉ Attend orientation meeting
- ◉ Submissions must be made in a timely manner
- ◉ Contact us and ask for assistance
 - Carolyn Pitre Wright - 602-542-4814
 - Camille Lawrence - 602-364-3461
 - Emilio Velez - 602-364-1384

2014 SCORING CHECKLIST

Timely Submission

On or before the due date – **2 points**

Any plans submitted after due date will be considered late – **minus 2 points**

Cover Letter

Must be addressed to “Honorable Governor” – **1 point**

Must demonstrate understanding and commitment of the EEO – **1 point**

Must be signed by Agency Director – **2 points** (No Exceptions)

Non-Discrimination Policy Statement

Must include name of EO Admin, phone #, and e-mail address – **1 point**

Location/s of where this policy is accessible to Employee:

Website Address – **1 point**

Physical Location/s – **1 point**

Must be signed by Agency Director – **2 points** (No Exceptions)

Hiring Summary

HRIS XP391 Report – **1 point**

Workforce Analysis Chart

HRIS XP391 Report – **1 point**

Barrier Analysis

List number of employees excluded on HRIS XP391 Report – **1 point**

Identify Protected Group/Job Category and any gaps in parity – **3 points**

(Note) – You may develop your strategic goals using this worksheet

Strategic Plan Summary Report

Develop 3 strategies minimum with goals – **3 points**

Identify the person responsible for that goal, e-mail address and phone# - **3 points**

Must be signed by Agency Director – **2 points** (No Exceptions)

Summarize the goals under each strategy and include a measurable outcome for each – **3 points**

Agency EEO Complaint Report

Identify the type and number of Internal/External Complaints Processed – **2 points**

Evaluation Score (30 possible points)

Bonus – Accomplishments (1 point)

COVER LETTER:

- ◉ Make sure it's addressed to the Governor

Make sure it's addressed to the Governor
The Honorable Janice K. Brewer
Governor of Arizona
1700 W. Washington
Phoenix, Arizona 85007

- ◉ Make sure it demonstrates a basic understanding of EEO

The report reflects our continuing commitment to ensure all individuals have equal access to employment opportunities within the Agency and that all employees enjoy a working environment free from discrimination, harassment and intimidation. Agency continues its commitment to being an equal opportunity employer.

- ◉ Agency Director's Signature

Please ensure that the Agency Director signs the letter.

NON-DISCRIMINATION POLICY:

- ◉ Make sure contact information for the designated agency and the Equal Employment Opportunity Administrator is listed.
- ◉ Location where this policy is accessible to employees (website address and physical locations)
- ◉ Please make sure it's signed by the Agency Director
- ◉ You may utilize your own agency policy or use a copy of the ADOA Complaint process. ADOA/HRD PA9.01
http://www.hr.az.gov/PDF/Employee_Complaint_Process.pdf
- ◉ Must include Director Signature sheet - sample on next slide

Janice K. Brewer
Governor



Brian C. McNeil
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR
100 NORTH FIFTEENTH AVENUE • SUITE 401
PHOENIX, ARIZONA 85007
(602) 542-1500

NON-DISCRIMINATION POLICY

The Arizona Department of Administration is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the Arizona Department of Administration commits itself to the attached Non-Discrimination policy.

- The Arizona Department of Administration has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The Arizona Department of Administration will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Administration will post our Equal Opportunity Policy Statement. This policy is available on the ADOA Employee Intranet: <https://intranet.azdoa.gov/default.aspx> and on the bulletin board in the main lobby of the ADOA Building, 100 N 15th Ave., Phoenix, AZ. 85007 as well as on bulletin boards in other ADOA facilities.
- All employment announcements shall include the phrase.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”

As Director of the Arizona Department of Administration, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Ron Loyd shall serve as the Equal Opportunity Administrator for the Arizona Department of Administration. Ron Loyd may be contacted at (602) 542-0680 or ron.loyd@azdoa.gov

Brian C. McNeil

Date

Any employee who has any questions or concerns about this policy should talk with, the ADOA Shared Services Manager at 602-542-0680 or the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp>
602-542-3711

HIRING SUMMARY: EXAMPLE

EEO-4 report run from HRIS - XP391

AGENCY HIRING SUMMARY

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AZ - DEPT OF ARIZONA

Number of employees hired during 1/01/2013 - 12/31/2013 70

By protected class

Number of employees hired during 12/31/2012 - 12/31/2013	70
White	39
Asian/Pacific Islander	7
African American/Black	3
Hispanic	5
American Indian/Alaskan Native	1
Unspecified	15
Female	26
Male	44
Individuals with Disability	1
Age 40 and above	36
Veteran	8
Veterans with Disability	1
Covered Employee (Merit system)	8
Uncovered Employee (FTE)	62

WORKFORCE ANALYSIS CHART :

EEO-4 report run from HRIS

DEPT OF ARIZONA

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Workforce Analysis

Review of Calendar Year 2013

Utilization of Asian Americans and Pacific Islanders

For each protected class by Job Category

Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity Utilization	Parity Goal
OFFICIAL/ADM	94	4	2	6	6.4%	2.2%	2 PARITY	0
PROFESSIONALS	349	11	12	23	6.6%	4.0%	PARITY	0
TECHNICIANS	6	0	0	0	0.0%	3.5%	1 BELOW	1
PROTECT/SRVCS	0	0	0	0	0.0%	1.3%	0 PARITY	0
PARA-PROF	29	1	0	1	3.4%	.2%	1 PARITY	0
ADMIN SUPPORT	7	0	0	0	0.0%	2.0%	1 BELOW	1
SKILLED CRAFT	10		1	2	20.0%	1.6%	1 PARITY	0
SERV/MAINT	27	1	0	1	3.7%	2.4%	1 PARITY	0

Tot Agency Emp	522	18	15	33
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BARRIER ANALYSIS

- Number of employees excluded as per the EEO-4 Exceptions Report
- Review your workforce analysis data to determine where you have issues.

DEPARTMENT OF ARIZONA 2014 EEO PLAN BARRIER ANALYSIS

Exclusions per Exceptions Report: 21

Protected Group/Job Category	Problems and Barriers
Asian Americans/Pacific Islanders: Administrative Support, Technicians	The State of Arizona continues to struggle with budgetary constraints over the past 5 years. Although the economy is improving, Arizona remains in a conservative hiring mode. In 2012, there were 70 new employees hired for AGENCY, an increase of 14% over the previous year. In the Asian Americans/Pacific Islander job category AGENCY exceeded parity in 6 out of 8 occupational categories. The two categories that were below parity were Technicians and Administrative Support. This was due primarily to the size of the civilian labor force in those job categories. Agency will develop additional recruitment strategies that will enhance outreach efforts.

2014 EEO STRATEGIC PLAN

January 1, 2014 - December 31, 2014

Vision

Your agency vision is “?”

- ⦿ A vital link in providing outstanding government services for the people of Arizona
- ⦿ The model government administrative agency in the nation
- ⦿ The organization where employees want to work

Outcomes

- ⦿ A workforce reflective of the civilian labor force.
- ⦿ Creative, productive and engaged employees

Strategies

- ⦿ Based on the information gathered on Barrier Analysis:
- ⦿ Develop a minimum of three (3) strategies and goals
- ⦿ Provide a summary of the goal under each strategy and include a measurable outcome for each goal
- ⦿ Identify the person responsible for that goal and include their contact information, i.e. - name, title, e-mail address and telephone number.
- ⦿ Provide completion and review dates

EXAMPLE:

1. Enhance diversity through recruitment and selection - (**Strategy**)
 - 1.1 Continue to build a network of recruiting sources that will assist us in increasing our pool of Asian American/Pacific Islander applicants, particularly for positions in Administrative Support and Service/Maintenance job groups. - (**Goal**)
 - 1.2 By the end of this reporting year we will have Identified two new resources that will assist in lowering our parity gaps for this job group - (**Measurement**)

Responsible Party: Sam Bowie
Title: Human Resources Generalist
Phone: 602-542-4000
E-mail: sam.bowie@azstate.gov
Completion Date: December 15, 2013
Progress Review: August 15, 2013

On the last page of your plan you will need to have the Director's signature:

Approval (Agency Director)

John Hancock
Director

Date

EEO COMPLAINT REPORT:

- Type and number of EEO Complaints processed
- EEO Complaints 2013**

Employee EEO - Related Charges

INTERNAL COMPLAINTS	Total By Type	EXTERNAL COMPLAINTS	Total By Type	Grand Total by Type
Race		Race		
Sex		Sex		
National Origin		National Origin		
Religion		Religion		
Color		Color		
Age		Age		
Disability		Disability		
Retaliation		Retaliation		
EPA		EPA		
GINA		GINA		
Sub Total Internal Complaints by Type, by Agency		Sub Total External Complaints by Type, by Agency		

QUESTIONS